



COURT OF APPEALS SECOND DISTRICT OF TEXAS

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Accountant

The Second Court of Appeals in Fort Worth is now accepting applications for the position of Accountant. (Posting #15-003.) Applications will be accepted until August 31, 2015, or until the position is filled.

This position involves a variety of moderately complex to advanced accounting work. Work involves preparing budgets, financial statements, records, and reports; recording and reporting financial transactions; maintaining and reconciling ledgers and accounts; examining accounting transactions to ensure accuracy; correcting financial records and reports as necessary; processing payroll; preparing tax returns, W-2 and 1099 forms; processing reimbursements for travel and education; ordering supplies and preparing purchase vouchers to be submitted for payment; making appropriate entries into the state accounting system; and related work as assigned.

This position requires an individual who is highly detail-oriented and who can learn and comprehend various tasks involving detailed policies and procedures. Graduation from an accredited four-year college or university with a degree in accounting or finance is required. At least two years' experience in accounting-related employment is also required. Applicant must be computer literate with proficiency in Windows, Word, Excel, and QuickBooks. Experience with Uniform Statewide Accounting System (USAS) and PeopleSoft is a plus.

The State job title is Accountant III or IV. The position is full-time, with an annual salary of approximately \$50,000, commensurate with experience and subject to State guidelines. Also provided is a competitive State of Texas benefit package including health insurance, dental insurance, and retirement plans.

Send resume, college transcript, and State of Texas application to Clerk, Court of Appeals, 401 W. Belknap, Suite 9000, Fort Worth, TX 76196, or fax to 817/884-1932. State of Texas application can be obtained from TWC at www.twc.state.tx.us or the careers section of this court's website at <http://www.txcourts.gov/2ndcoa/careers>. No phone calls. The Court is an equal opportunity employer.